



## COURT SERVICES SUPERVISOR

### Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize and supervise court, administrative and financial operations areas within the City Court; and to perform a variety of technical tasks relative to assigned area of responsibility.

### Supervision Received and Exercised:

Receives direction from the Deputy Court Administrator or Court Administrator.

Exercises direct supervision over paraprofessional, technical and temporary court staff.

### Essential Functions:

**Depending on area of assignment, duties may include, but are not limited to, the following:**

- Working knowledge of civil and criminal court operations, administrative and financial operations as it relates to the Court. Provide direct supervision to all areas as needed and rotate teams as required.
- Maintain awareness of changes in legislation, statutes and Supreme Court administrative orders that impact court requirements and incorporate changes into existing processes.
- Participate and lead technical projects with IT representatives to include project plan discussion, design and implementation. Assume project lead or subject matter expert role requiring extensive knowledge of court requirements, legal mandates and user needs. Convey and analyze the pros and cons of suggested implementation.
- Assist in writing or conveying technical specifications to IT representatives to enhance or modify application system.

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Court Services Supervisor (continued)

- Write requests for proposals (RFPs) and participate in RFP committees.
- Analyze data and prepare reports as required for internal and external customers. Prepare various reports on operations and activities including statistical reports on court operations for the Arizona Supreme Court, Department of Revenue, Department of Motor Vehicle, Police Departments, Department of Public Safety, public and media requests.
- Coordinate activities of the Court with the Police Department, Prosecutor's Office, Social Services Department, Accounting Department, Information Technology Department, Motor Vehicle Department, Defensive Driving Schools, Maricopa County Sheriff's Office, Department of Public Safety, Department of Revenue, Jury Commission, Administrative Office of the Courts and other agencies.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budgeting; monitor and control expenditures; monitor grant funded expenditures, Court Enhancement Fund and Fill the Gap funds; prepare the monthly state remittance report and quarterly revenue survey.
- Serves as custodian of City-issued procurement cards for the Court.
- Responsible for daily cash out and register reconciliation, journal entries, safe code changes, updating fine and fee codes, and reviewing and approving refunds or payments of bonds, overpayments, and restitution.
- Responsible for monthly auditing of the bond reconciliation report, restitution reconciliation report, boot report, and reconciliation of the collection accounts; prepare collection agency performance report.
- Prepare accounting journal entries to record fund allocations.
- Develop and monitor procedures to ensure compliance with established Minimum Accounting Standards and City standards regarding cash handling and cash collection.
- Perform routine audits to ensure compliance with all standards set forth by the Arizona Supreme Court and City of Tempe. Annually complete a minimum accounting standards (MAS) checklist to ensure compliance with MAS.
- Work directly with collection agency vendors and prepare statistical analysis on agency's performance.

*Effective November 1988*

*Revised May 1998*

*Revised July 2001 (Unclassified, Exempt Status, Education from high school to Assoc Degree, range changed)*

*Revised November 2007*

*Revised June 2008 (job duties)*

*Revised July 2010 (reporting structure - Court Mgr/Dep Court Mgr title change to Court Admin/Deputy Court Admin)*

*Revised Nov 2010 (removed optional driver's license statement)*

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- Prepare payroll and records of attendance, overtime and compensatory time.
- Monitor, prepare and delegate preparation of requisitions and billing; monitor supply inventory; order supplies as needed.
- Develop, implement and maintain a system to regularly monitor court contracts, agreements and leases.
- Process in-house repair orders; supervise the verification, extending and posting of invoices to proper accounts.
- Participate in the selection of staff; provide and manage staff training with the Court's Training Coordinator; work with employees to correct performance deficiencies; implement disciplinary procedures.
- Train internal and external staff such as police department, public defenders, risk management and accounting department on Court policies, procedures and expectations.
- Recommend and assist in the implementation of goals and objectives; establish schedules and assignments for court personnel; create, revise and implement policies and procedures.
- Evaluate operations and activities of assigned areas of responsibility; recommend improvements and modifications.
- Review and monitor work for accuracy; document work performance of staff; conduct quarterly one-on-one's with staff, evaluate work performance and write and administer annual performance evaluations.
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees.
- Serve as a member of the court management team and facilitate management meetings. Prepare agenda and conduct team meetings.
- Respond to public inquiries and provide information to the public regarding the policies and procedures of the court; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Research and analyze business issues by evaluating work flow, interviewing employees or investigating work practices in other agencies.

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- Develop, implement and maintain statistical records and reports concerning workload, personnel and budget.
- Prepare staff summaries, memos and reports pertaining to Council business; prepare and assemble reports and other materials for distribution to the Council.
- Responsible for city and state violation modifications on bond cards and the distribution to other agencies.
- Plan and prioritize work involved in providing assistance to the Presiding Judge, Court Administrator and Deputy Court Administrators; assist in other daily functions of Presiding Judge and Court Administrator offices as assigned.
- Serve as the liaison between the Presiding Judge and internal and external individuals and organizations as necessary.
- Assigned special projects with high degree of complexity requiring research, analysis, recommendation and presentation skills.
- Plan, prioritize, assign, supervise and review the work of staff involved in receipting payments, posting bonds, setting up community restitution, balancing cash registers, prepare deposits, screen financial applications and setup defendants on payment plans when appropriate.
- Perform related duties as assigned

**Minimum Qualifications:**

**Experience:**

Four years of increasingly responsible clerical and administrative experience in a court. One year of supervisory or lead responsibility is preferred.

**Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in court administration, criminal justice, public administration or a degree related to the core functions of this position.

**Licenses/Certifications:**

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CITY OF TEMPE  
Court Services Supervisor (continued)

Requires successful completion of the Institute of Court Management core classes within four years of obtaining job.

**Examples of Physical and/or Mental Activities:**

(Pending)

**Competencies:**

(Pending)

**Job Code: 234**

**Status: Exempt/Classified**